

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: March 6, 2012
NO: M7-12

CLASSIFICATION TITLE
ASSISTANT CASHIER
(City of Canton Income Tax Department)

STARTING HOURLY RATE
\$11.72

FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from www.cantonohio.gov by clicking on “City Services” and then “Civil Service”. The application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of driver’s license, resume and any other documentation pertaining to this position must be on file **no later than Thursday, April 5, 2012.**

EXAMINATION Thursday, April 19, 2012

EXAM: 5:00 p.m.
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: The written examination will consist of questions to include: Math Computations, Tabular Interpretation, Change Making, Cashier Procedures, Number Checking, Currency, Public Relations. A 70% passing point will be used.

Subsequent to the written examination, those applicants who pass the written examination will be required to take a typing and calculator examination. The typing requirement is 40WPM. The calculator test will be given to persons passing the typing examination immediately following the typing examination.

For those applicants who pass all 3 portions of the examination; the written examination will count as 70% of the grade, typing will count as 20% of the grade, and the calculator examination will count as 10% of the final grade.

This is an open examination. Applicants must show that they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant must not have any felony convictions.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

All applicants must be a high school graduate or posses a G.E.D. Applicant must have actual experience in operating a calculator and computer keyboard. Displays good professional judgment and integrity. Previous experience in dealing with the public preferred. Must have good mathematical skills.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to follow oral and written directions and the ability to operate a calculator and computer keyboard. Working knowledge of Canton City Income Tax Code. Demonstrates good communication skills intra-departmental as well as with the general public.

DISTINGUISHING FEATURES OF THE POSITION

Is specifically discharged with assisting the cashier with the duties of balancing revenues to forms received. Is responsible for assisting the cashier with deposits of funds and is accountable for accuracy of funds in the cash drawer. Also is responsible for assisting with daily mail operations relating to incoming monies.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE FORM (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

******RESIDENCY BONUS******

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (4), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one (1) year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission’s control at applicant expense.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including but not limited to a criminal record check and driving record check.

DUTIES

The Assistant Cashier is responsible for assisting the cashier in performing all aspects of receipting, recording and balancing all payments received in relation to the Income Tax Department. They are responsible for performing certain other departmental functions such as reception, record keeping, computer data maintenance and mail on an as needed basis.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator